



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON D.C., 20460

10 March 2016

Dear FRRCC Members:

I want to provide you with some basic information regarding the travel procedures that need to be followed by invitational travelers. As a "representative" member of the FRRCC, you are entitled to receive travel and per diem allowances, if needed, and when requested in advance. Please note, if you intend to request travel and per diem allowances you must comply with Federal travel regulations. The most important travel procedures are described in the attached summary. I will manage reimbursements for your travel expenses. My contact information is:

Cheryl Woodward	Phone: 202-564-1274
Office of Agricultural Counselor (1101A)	Fax: 202-564-2889
U.S. Environmental Protection Agency	Email: Woodward.cheryl@epa.gov
1200 Pennsylvania Avenue, NW	
Washington, DC 20460	

I am required to make your airline or train reservations through EPA's travel agent. If you have not already submitted your travel request, please submit this to me no later than April 4, 2016 to allow for the authorization process. We cannot reimburse you for travel that is made directly by you with airlines or train for travel without an approved EPA travel authorization in advance of the travel. Please don't hesitate to contact me if you have any questions or concerns. My direct number is 202-564-1274.

Sincerely,

Cheryl Woodward
Staff Assistant for
Counselor to the Administrator for Agricultural Policy
& Farm Ranch, & Rural Communities
Committee (FRRCC)

Enclosures:

- (1) Pre-Travel Reservation Planning Form (to be filled out prior to each trip)
- (2) Post-Travel Itemized Expense Form

TRAVEL PROCEDURES

AIRLINE/TRAIN TRAVEL ARRANGEMENTS

All travel arrangements must be made by Cheryl Woodward with EPA's travel agent, BCD Travel. Federal travel regulations require federally-reimbursed air and/or train travel to occur using Federal government contract rates. Before each meeting, let Cheryl know about your travel preferences (see Enclosure #1). She can be reached at 202-564-1274 or by email at: Woodward.cheryl@epa.gov or by fax: 202-564-2889. Cheryl will oversee the process to ensure that EPA books your air and/or train travel, completes your travel authorization, sends you a copy of your approved travel authorization with your itinerary, and provides you with specific information regarding your e-Ticket for boarding.

Please note that in order for the government to pay for your travel, you must have an approved EPA Travel Authorization in advance of the travel. We cannot reimburse you for airline or train tickets that you book and pay for on your own. Also, the government can only route you to and from your residence or office location unless there are special circumstances which are approved in advance of the trip. If you have additional travel that you are planning to take in conjunction with your official travel, there is a process that can be followed but we need to work with you in advance of the trip to ensure that we follow Agency procedures. While the government cannot pay for any additional travel, we can amend your travel authorization so that your government travel is covered and you pay for any additional costs associated with changes to your EPA-approved travel. If you have special circumstances regarding travel to other destinations, please contact Cheryl right away to assist you.

HOTEL ARRANGEMENTS

I have blocked the Hyatt Regency Crystal City Hotel at 2799 Jefferson Davis Highway, Arlington, VA with government rate of **\$226.00 per night**. **You are responsible for making your own hotel reservations and paying for them with your company or personal credit card.** Please show a copy of your Travel Authorization when you register at your hotel. Please use the link below to make your reservations under the FRRCC Block to get the government rate.

<https://resweb.passkey.com/go/FRRCC>

You will be reimbursed by the government for the hotel rate along with your other expenses. In the Washington, DC area, the allowable government rate for lodging varies according to time of year. The following lodging rates for FY 2016 (excluding taxes) apply:

If you choose to stay at a hotel other than the one arranged for FRRCC meetings, please note that many hotels in the Washington, DC area are willing to offer a Federal "government" rate as long as you have a federal or state ID or your Travel Authorization document. However, please confirm at the time you make the reservation that the government rate is truly within the allowed amount mentioned above. In certain situations, when government rates are not available, we are able to approve a higher rate; however, this must be approved **in advance** on

the travel authorization. Always carry a copy of your travel authorization and your itinerary because you may be asked by the airline or the hotel for proof of official government travel.

MEALS

You are responsible for paying for your meals while on travel. We can reimburse you up to **\$97.00 per day for meals and incidentals (tips, etc.) and you do not have to submit receipts for meals. The amount of meals' reimbursement is calculated as follows: on the first and last day of travel, you will receive 3/4 of the daily rate (\$97.00) regardless of your schedule. (For example, if you depart Washington at 2:00pm on a Tuesday and return at 8:00pm on Thursday, you will receive \$72.75 for Tuesday, \$97.00 for Wednesday, and \$72.75 for Thursday.)**

TRANSPORTATION

The government will reimburse you for the cost of taxis or other transportation to and from your office or residence to the airport or train station. **You must submit a receipt for any expenditure over \$75.00. The government can also reimburse the use of your car to and from your residence or office at the rate \$0.56/mile, and the cost of airport parking (again, you must submit a receipt for expenditures over \$75.00).** If you are close enough to drive to Washington area to the meetings, we can reimburse your mileage and parking.

While in the Washington, DC area, the government will reimburse you for taxis to and from the airport, and between your hotel and the meeting site. The government does not reimburse taxis to restaurants unless it is part of official business (i.e., dinner meeting). Receipts are only required if the taxi rates exceed \$75.00 (which is rare in Washington). Rental cars are not generally justified in the Washington, D.C. area or in other urban areas where public transportation is available between the airport, the hotel and the meeting site. If there are extenuating circumstances, rental cars can be approved; however, this must be approved in advance on the Travel Authorization and must be justified.

TELEPHONE CALLS/MISCELLANEOUS

The government will reimburse you for one personal call per night away from home up to \$7.00. Business or other personal calls must be paid for by you or your organization. The government will also reimburse ATM transaction fees, faxes, internet connection and excess baggage **associated with FRRCC-related official business.**

REIMBURSEMENT PROCEDURES

In order to reimburse you for the expenses incurred and to close out the airline billing, please complete the form entitled "Post Travel Itemized Expenses for Committee Members" (Enclosure #2) and either scan/email or fax to Cheryl Woodward (woodward.cheryl@epa.gov or by fax at 202-564-2889). Please include your hotel receipt and receipts for any expenditure (except meals) over \$75.00. Please do not mail your receipts because regular mail takes longer and the process used to screen mail often fades or rips certain receipts. **Cheryl will complete**

the Travel Voucher, fax it to you for signature and your return to her by fax, and then she will forward it to Finance so that a reimbursement check can be issued.

ENCLOSURE #1

PRE-TRAVEL RESERVATION PLANNING FORM

The following information is needed to prepare your travel plans for each meeting. Prior to each planned trip, please fill out this information and provide it to Cheryl Woodward by email at: Woodward.cheryl@epa.gov or by fax at 202-564-2889. If you have any questions, please call Cheryl at 202-564-2889.

NAME: _____

TRAVEL DATES: FROM: _____

TO: _____

ORIGINATING AIRPORT CITY _____

DESTINATION AIRPORT: _____ Reagan National (DCA)

_____ Dulles (IAD)

_____ Baltimore-Washington (BWI)

TRANSPORTATION FROM HOME TO AIRPORT

Mileage roundtrip to airport _____ (0.56)

Public Transportation _____

PREFERRED DEPARTURE TIMES FROM ORIGINATING AIRPORT:

First Choice: _____ Second Choice: _____

Special Preferences (if available):

____ Window Seat ____ Aisle Seat

Other Requests (please specify): _____

ENCLOSURE #2

POST-TRAVEL ITEMIZED EXPENSES FORM

Following each trip, please fill out this form and either scan/email or fax it to Cheryl Woodward with a copy of your hotel receipt and any other receipts (other than meals) which exceed \$75.00. The fax number is 202-564-2889.

Name: _____

Address: _____

City, State, Zip Code _____

Dates of Travel on Committee Business: _____

EXPENSES:

Departure Date/Time: _____ From: ____ (Residence) ____ (Office)

Method of transportation (Limo/Taxi, bus, private car) and cost: _____
(If private car, list round-trip mileage to airport and parking, if any): _____

At Meeting Site:

Method of Transportation to hotel or meeting site and cost: _____

For each date of travel, please provide list of any appropriate expenses: e.g., phone calls home (\$7/day maximum); ATM fees; faxes. Internet connection, excess baggage associated with official business; etc.

RETURN TRIP EXPENSES:

Departure Date/Time: _____

Method of Transportation to Airport from Meeting and cost: _____

Method of Transportation from Airport to Residence and cost: _____

If private car, please list round-trip mileage to airport

And parking costs (if any): _____

